

Control No. 443329

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EDAC D-48

May 25, 1953

ECONOMIC DEFENSE ADVISORY COMMITTEE
Intelligence Working Group Procedures

The attached memorandum and its enclosures have been prepared by the Intelligence Working Group (IWG) and approved by IWG and the Executive Committee. They are being circulated to all EDAC members and working group chairmen and members for information and guidance.

Particular attention is directed to the procedures set forth for requesting IWG intelligence support. These procedures will be followed throughout the EDAC structure.

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Executive Secretary

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NOTICE

This material contains information affecting the national defense of the United States within the meaning of the espionage laws, Title 18, USC, Secs. 793 and 794, the transmission or revelation of which in any manner to an unauthorized person is prohibited by law.

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It is the purpose of this memorandum to bring to the attention of EDAC, and particularly the chairmen and members of the recently reconstituted EDAC working groups, the assistance in the intelligence field which is available through the Intelligence Working Group (IWG); to provide for working relationships between EDAC and IWG; and to disseminate for the information and guidance of all concerned IWG Terms of Reference and a memorandum on IWG administrative procedure, appended.

II. Background of IWG

As a result of an exchange of correspondence between the Director of Mutual Security, the Secretary of State, and the Director of Central Intelligence, and with the concurrence of the Secretary of Defense, the IWG was established to provide economic defense intelligence support to the Economic Defense Advisory Committee (EDAC) and the EDAC Structure. It should be noted that IWG is unique within the U.S. Government in both its administrative and substantive roles. Administratively it serves as the focal point of U.S. intelligence support for economic defense activities and as the medium of inter-agency collaboration. Substantively, it acts as a supplementary service facility for the review, coordination, and production of timely intelligence which is not exclusively within the mission or responsibilities of any existing agency or interagency group. Intelligence produced by IWG is directly applicable to current or impending problems of economic defense policy or operations.

The terms of reference for IWG have been approved by the Intelligence Advisory Committee (IAC-53/1 of 25 July 1952, as amended) and this group has functioned to provide such intelligence since its inception.

III. Requests to IWG for Intelligence Support

In the interest of expediting both the production and subsequent security clearance of intelligence requested from IWG, the following uniform procedures are established:

1. EDAC agencies having economic defense intelligence requirements should generally channel their requests through their IWG representative, or directly to the IWG Chairman, in order to permit coordination and consolidation of such requests upon producing agencies and to prevent duplication of effort which might well otherwise result.

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2. EDAC working groups should channel their request for intelligence from the chairman of the group to the Chairman of IWG.

3. All requests should indicate specifically, where possible, any further dissemination of the desired intelligence beyond the requestor, in order that the finished intelligence may be produced in such a way as to facilitate subsequent approval for release.

4. Requests should be phrased so as to indicate as specifically as possible the information desired and the use to which such information is to be put.

5. Requests should indicate the urgency of need, and specify the date by which the receipt of information is desired. This information is needed in determining how extensive a study can be undertaken within the time available.

IV. Summary of Procedures for the Protection and Dissemination of IWG Intelligence

A. General

Policies and procedures established by the IAC and its member agencies, where appropriate, shall govern the handling, security protection, and dissemination of intelligence produced by or channeled through IWG. All IWG members, associate members, alternates, and observers are individually and personally responsible that information and/or intelligence coming into their possession through IWG is given security protection appropriate to its classification and that it is disclosed only to other persons within the executive agencies of the U.S. Government who need to know and who have the proper security clearance.

There is given below, for the information and guidance of all concerned, a summary of current pertinent instructions covering the dissemination of intelligence.

B. Dissemination to U.S. Government Agencies

Single-agency intelligence submitted to the IWG should be automatically approved prior to such submission for release to all agencies represented on the IWG.

When dissemination of IWG intelligence is proposed to U.S. Government agencies not represented on the IWG, the so-called "Third Agency Rule" (Exec. Order 10290 Par. 30 c) shall apply; i.e., dissemination of IWG intelligence to non-IWG agencies shall be made only by, or with specific authorization

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of the originating agency or agencies. Other IWG agencies may recommend to the originating agency, or to the IWG Secretariat, what dissemination of IWG intelligence reports should be made to non-IWG agencies.

C. Dissemination to Foreign Government Officials

1. Intelligence Produced by a Single Agency

a. Foreign Dissemination Not Authorized

When foreign dissemination is not authorized, the notation "Special Handling Required, Not Releasable to Foreign Nationals" or such other notation as may be prescribed by regulations of the originating agency, will appear on the cover and on each page of all classified IWG intelligence reports. However, absence of the above notation does not indicate approval for release to foreign nationals.

b. Foreign Dissemination Requested

When foreign dissemination is desired, the producing agency should indicate the presence or absence of classified military information in the report. If no classified military information is present, it is the responsibility of the producing agency to obtain the necessary approval for release. If classified military information is present, the producing agency should identify it and indicate the agency(s) and document(s) from which it was obtained, in order to facilitate necessary coordination for its release with the appropriate Military Department(s).

The appropriate Military Department(s) should determine whether or not the proposed release of classified military information contained in IWG reports which they produce or coordinate would be in keeping with national disclosure policy. Non-military agencies producing IWG reports containing classified military information should refer such reports to the Military Department(s) concerned and the latter should then determine whether or not the proposed release of the classified military information would be in keeping with national disclosure policy.

In case of substantial doubt that the proposed release of such classified military information would be in accord with existing policy, the Military Department(s) concerned will refer the question to State-Defense Military Information Control Committee (SD-MICC).

c. Foreign Dissemination Authorized

If foreign dissemination is authorized, each copy of all classified IWG intelligence reports should bear the notation, "APPROVED FOR

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RELEASE TO-" followed by the name of the international organization, country or component thereof to which release is authorized.

2. Coordinated Interdepartmental Intelligence

When more than one agency contributes to an IWG intelligence report, the Chairman of the IWG shall designate one such agency as the coordinator of the several departmental contributions. The coordinating agency shall be responsible for determining whether or not classified military information is contained in the report, and shall follow the procedure described in IV C above.

D. Definitions

1. The term "IAC Agency" as used in this memorandum denotes the following intelligence organizations exclusive of the other components of their parent organizations:

The Central Intelligence Agency

The Organization of the Special Assistant for Intelligence (R Area) of the Department of State

The Office of the Assistant Chief of Staff, G-2, Intelligence, GSUSA

The Office of Naval Intelligence

The Directorate of Intelligence, Hq., USAF

The Joint Intelligence Group, Joint Staff, JCS

The Federal Bureau of Investigation

The Intelligence and Security Division of the AEC

2. "Military information" is used in this memorandum as defined by SD-MICC, viz., "information under the control or jurisdiction of the Department of Defense, or its departments and agencies, or of primary interest to them." Information and/or intelligence obtained from U.S. military sources or dealing with U.S. military operations or materiel should be considered "military information" until the military service concerned has made a contrary determination.

3. "Foreign dissemination" as used in this memorandum denotes the conveying of information or intelligence to authorized representatives of

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a foreign government. It may be accomplished by the release of documents or materiel, by training of personnel, or by oral or visual means. (Adapted from the SD-MICC definition of "disclosure to a foreign government".

4. "Single-agency intelligence" as used in this memorandum denotes intelligence which contains no contribution from any other agency of such significance as to require noting and does not indicate or warrant the concurrence or dissent of any other agency.

5. "National intelligence" applies only to "intelligence that covers the broad aspects of national policy and national security," such as NIS, NIE, SE and EIC productions; and therefore does not normally apply to intelligence produced by or disseminated through the IWG.

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IWG ADMINISTRATIVE PROCEDURE

1. This statement on administrative procedure to be followed in IWG is adopted for the guidance of all members of IWG, and for the information of members of the EDAC structure.

2. Statement of Administrative Procedure

A. Time and Place of Meetings

The Executive Secretary, with the advice and consent of the Chairman, shall arrange for meetings of IWG and shall notify members in advance of the time, place and agenda for such meetings, which normally will be held each week on Thursday morning at 10:00 a.m.

B. Agenda

No substantive matter should be placed on the agenda for action unless the member agencies have had notice at least two working days in advance of the meeting at which the subject is to be discussed. It shall be incumbent upon members, therefore, to notify the IWG Secretariat three full working days in advance of the scheduled meeting (when possible) of matters to be placed on the agenda. When the agenda item involves presentation of a paper, distribution of this paper should be made so as to allow at least one week for review prior to IWG consideration. The Chairman, however, may suspend these requirements at his discretion. It is suggested that the agency submitting a paper for IWG consideration transmit it in hecto or other reproducible form to the IWG Secretariat for reproduction and distribution.

C. Assignment of Responsibility for IWG Production

When the IWG determines that an intelligence study should be produced by IWG in response to a request from either an EDAC working group or agency, the Chairman of IWG shall assign responsibility, with the consent of the agency concerned, for its preparation. Such assignment may be made to: (1) a subgroup of IWG; or (2) a member agency of IWG. The Chairman may, alternatively, refer the problem to the Executive Committee of EDAC, the EIC, or some other interdepartmental group when it appears to be beyond the competence or responsibility of IWG.

When subgroups of IWG are constituted, non-members of IWG may be invited to participate. IWG members shall be appointed (whenever practicable) to chair such subgroups. In those instances where it proves more desirable to

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appoint a non-member for such purpose, it shall be the responsibility of the IWG member representing the agency from which the Chairman is appointed to keep the IWG advised of subgroup activities.

D. IWG Papers

1. "An IWG report" as used in this memorandum denotes any intelligence document which the IWG has approved as such with the consent of the originating agency or agencies.

2. Studies prepared for IWG shall be submitted through the Executive Secretary, IWG, as working papers for review prior to their dissemination as IWG reports. Approval for release of papers so submitted shall have been obtained from source agencies by the producing agency, working group, or individual analyst, prior to transmittal to the Executive Secretary, IWG, for reproduction and distribution. A statement that such approval has been obtained will be appended to each draft working paper submitted to the Executive Secretary, who will then assign an appropriate number to the working paper and effect its distribution. (See also, Section IV, paras. A and B of Attachment 1, *supra*.)

3. Working papers submitted to IWG shall be considered to remain in draft until acted upon by IWG and shall not be disseminated outside the Group, with the exception that IWG members may make limited dissemination within their own agencies on a "need to know" basis.

4. When working papers are submitted to IWG for review prior to release to the requestor or otherwise, a copy shall be furnished to each member, who shall be requested to indicate to the Executive Secretary within a time limit to be determined by the Chairman, his concurrence, dissent, reservation, or proposal to furnish additional intelligence.

The preparing agency will then make every effort to produce a report which represents the intelligence consensus of those member agencies having an interest in the matter or whose intelligence has been used by the preparing agency. To this end, the Chairman may appoint a subgroup (if the subject matter is not within the purview of an existing subgroup) to review the problem and prepare or arrange for the preparation of a revised paper to be submitted for IWG review. Following IWG approval, the finished report may then be forwarded with any remaining dissents, comments, or additional intelligence to the requestor and given authorized IWG dissemination.

If time, or the nature of the dissents, does not permit development of a concurred report representing the intelligence consensus of the several members, the report may be forwarded with any dissents, comments, or additional intelligence to the requestor and given authorized IWG dissemination.

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E. Designation of Acting Chairman

It shall be the responsibility of the Chairman, in the event of his absence from duty, to designate an Acting Chairman for the period of absence. Such acting Chairman shall have the powers of the Chairman.

F. Approval for Release of Material for Use in IWG Papers

When material from intelligence agencies is incorporated in an IWG paper, IWG members shall serve (whenever practicable) as the channel through which approval for release of such material may be obtained from the producing agency, subgroup or individual analyst.

G. Use of IWG Case Forms

Requests for intelligence production, reports of apparent violations of Free World economic defense controls, and collection requirements relative to such apparent violations shall be submitted on the standard IWG case form and made the subject of IWG cases, in the discretion of the Chairman. When an IWG case is established, each member shall secure from his agency and submit to the Executive Secretary, or otherwise (as directed), for retention or for information and return, all available pertinent information or intelligence, or recommendations for collection, as required.

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TERMS OF REFERENCE OF THE INTELLIGENCE WORKING GROUP
FOR SUPPORT OF THE ECONOMIC DEFENSE ADVISORY COMMITTEE

The Director of Central Intelligence has approved the proposal of the Director for Mutual Security and the Secretary of State for the establishment of an Intelligence Working Group (IWG) for direct intelligence support of the Economic Defense Advisory Committee (EDAC). The Secretary of Defense has indorsed the proposal and requested each of the Services to designate appropriate representatives. In view of the above, the intelligence sectors of the Departments of State, Army, Navy, and Air Force and the Central Intelligence Agency have each appointed a member and an alternate member to serve upon the IWG. The Office of the Director for Mutual Security, the Office of the Secretary of Defense, and the Departments of State, Commerce, and the Treasury have designated representatives to serve as associate members. The Intelligence Advisory Committee, taking cognizance of these facts, hereby approves the following terms of reference.

Membership

1. Membership and associate membership of the IWG shall be composed of the representatives of the Departments and Agencies as stated in the Preamble. Associate members will have full right of participation in all meetings and voice in all work of the Working Group except for those intelligence matters which fall within the exclusive responsibility of the IAC agencies. Any other agency having interest or competence in the field of economic defense intelligence may be invited to sit with the Group. The principal representative of CIA shall serve as Chairman and shall designate the Executive Secretary.

Purpose

2. The purpose of the IWG shall be to develop and furnish intelligence to the EDAC for policy making and operations in the economic defense field included under the Mutual Defense Assistance Control Act of 1951 (P.L. 213, 82nd Congress) and directives issued in connection with NSC 104/2 and related documents, and to develop closer continuous relationships among the operational, policy-formulation and intelligence-research elements engaged in the economic defense program.

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General Principles

3. The IWG will not supplant any other interagency intelligence arrangements, but will make use of the existing intelligence facilities of the Government, including appropriate interagency committees and working groups.

4. The IWG shall work closely with the Steering Group of EDAC and its working groups in order to obtain maximum guidance in its operations and be responsive to economic defense program requirements for intelligence.

5. In carrying out its responsibilities, the IWG may set up such working sub-groups as may be judged necessary.

6. The participation of the representatives of the IAC agencies shall be subject to the conditions prescribed by the Intelligence Advisory Committee.

7. Associate membership of any additional non-IAC agencies shall be subject to approval of both the EDAC Steering Group and the members representing the IAC agencies.

8. The members and associate members of the IWG shall have access within the IWG to that intelligence and information produced or obtained by an IAC agency, which is needed for the fulfillment of the IWG mission, subject to appropriate security clearances and the controls and procedures of the originating IAC agency. (As revised by IAC-D-53/3.1 of 25 February 1953)

9. Agencies submitting intelligence to the IWG through their representatives shall be responsible for indicating by appropriate marking on their contributions when the substance of such documents is not releasable to foreign nationals under the provision of MIC 206/29. The IWG shall insure that coordinated intelligence submitted to EDAC is similarly marked to reflect those portions which may not be released.

General Activities

10. To develop and furnish intelligence to the EDAC, the IWG shall:

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- a. Arrange for the mobilization of the economic data and analysis relevant to appropriate needs of the EDAC.
- b. Prepare or arrange for the preparation of reports which present the best available economic intelligence on problems of concern to the EDAC.
- c. Provide current intelligence to the EDAC in response to specific requests or on its own initiative.
- d. Request intelligence memoranda and reports from the several intelligence agencies as required.
- e. Determine the necessity, desirability, and feasibility of obtaining further information or intelligence concerning the subject matter of specific reports or to fill specific gaps, and recommend action by appropriate agencies to meet these needs.
- f. Arrange for the review, on a continuing basis, of pertinent intelligence materials to provide for the timely distribution of such materials to the IWG representatives.

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